

C O N F I D E N T I A L  
S E C U R I T Y I N F O R M A T I O N

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9 May 1952

PERSONNEL DIRECTOR MEMORANDUM NO. 26-52

SUBJECT: Revised Position Records System

1. INTRODUCTION

- A. A revised position records system which will affect the operation of each unit of the Personnel Office is currently being installed. The installation is being done on a gradual basis and in three parts; these will be designated as Phase I, Phase II, and Phase III for reference purposes. The procedures attached hereto constitute Phase I of the installation and are being put into effect on an Office-by-Office basis as T/O's are reissued in a revised form.
- B. This memorandum supersedes PDM 17-51 dated 20 December 1951 and PDM 17-51 (Revised) dated 1 April 1952.
- C. The Personnel Studies and Procedures Staff is serving as Coordinator in implementing the revised system and is available to assist in resolving any unusual problems encountered in the installation.
- D. The procedures are designed specifically to:
  - (1) Achieve increased uniformity of operations between Divisions of the Personnel Office in North and I Buildings.
  - (2) Establish a single position numbering system for personnel action requests, recruitment requests, table of organization, action control records, position descriptions, etc.
  - (3) Establish a Table of Organization format which will provide useful position information.
  - (4) Centralize personnel action control in the  T/R Branches. Provide in Position Control a central point for dispensing personnel and position information.
  - (5) Provide for consolidation and improvement of forms used in processing personnel action.
  - (6) Eliminate unnecessary steps in processing personnel actions.

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2. The procedures cover the following:

A. Phase I

- (1) Installation of procedure for the numbering and titling of positions for identification and control purposes in connection with:
  - (a) Table of Organization listings, (b) processing of personnel actions, (c) Classification and Wage administration, (d) Position Control operations, and (e) Operating Office use.

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(2) Reorganization of position control records and operations consistent with procedures prescribed by the Civil Service Commission and Bureau of the Budget in CSC Handbook S812.

(3) Partial revision of personnel action processing procedures.

B. Phase II

(1) Installation of personnel action form SF-52 to serve in lieu of Forms 37-1, 37-3, and 37-8 (Recruitment Request).

(2) Elimination of personnel action control registers and control card files; maintenance of action control by means of the position control file.

(3) Changes in the routing and distribution of Personnel Action Requests.

C. Phase III

Initiation of refinements in the use of SF-52, Personnel Action Request, to facilitate and simplify the processing of personnel actions involving transfers between vouchered and unvouchered positions.

3. Procedures covering in greater detail the internal operations of each Personnel unit will be developed by committees composed of key personnel of the units concerned and members of the Personnel Studies and Procedures Staff.

4. Procedures concerning Phases II and III of this system will be issued at a later date.

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GEORGE E. MELOON  
Personnel Director

Attachment: Procedures - Phase I

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